

ADMINISTRATIVE ASSISTANT I (085-17)

SALARY: \$41,828.80 - \$57,636.80 annually, plus liberal fringe benefits

Management Category V

THE POSITION

This is responsible administrative staff work for a major departmental official or as a member of the City Management's staff.

An employee in this class is responsible for studying, analyzing and evaluating organizations, or segments of organizations, and their work in order to develop recommendations to assist management in identifying and solving administrative and management problems hindering effective and efficient operations. In addition, an employee in this class may review, coordinate and update organizational policy, administrative and procedural manuals.

Under general direction, employee is required to exercise considerable initiative and independent judgment, and to work effectively with the public, City officials and others. Employee must also apply specialized and/or technical knowledge and experience through the interpretation and completion of administrative duties of considerable difficulty in accordance with City and departmental rules, regulations, procedures and ordinances. Supervision may be exercised over other employees. Work is reviewed through conferences, observation, reports submitted, and results obtained.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Be a regular or probationary City employee serving in a permanent appointment in any class in pay range M22 or lower, as of the closing date of this announcement.
2. Must possess a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration, or a closely related field. Possession of an appropriate Master's degree may be substituted for one (1) year of required work experience.
3. Must possess at least one (1) year of paid, full-time work experience primarily involving one or more of the following: the analysis, planning and development of programs, policies, operations, methods and/or procedures; the evaluation of program and operation effectiveness; the development of revised administrative practices in order to meet program, policy, organizational or legislative change, to expedite work, to effect economies of time, money, personnel or equipment, or to otherwise assist in the solution of administrative and management problems; or overseeing programs, projects, or administrative functions. Experience must have included researching problems/issues, the exercise of judgment and discretion in presenting recommendations and solutions, and independently composing memoranda, reports, and other correspondence. Additional qualifying experience may be substituted on a year-for-year basis for the required college education.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, prior to appointment.

NOTE: **ALL APPLICANTS MUST COMPLETE ATTACHED SUPPLEMENTAL QUESTIONNAIRE AS WELL AS THE STANDARD EMPLOYMENT APPLICATION.**

NOTE: Per Chapter 295.07 of the Florida Statutes, veteran's preference points will be awarded for promotional exams only with regard to a veteran's first promotion after reinstatement or re-employment with the City from active duty service without exception.

HOW TO APPLY

Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, up to **4:00 p.m., Friday, May 13, 2005.**

**CITY OF FORT LAUDERDALE
SUPPLEMENTAL EMPLOYMENT QUESTIONNAIRE
FOR ADMINISTRATIVE ASSISTANT I (085-17)**

Please answer completely all of the following questions. You must answer all questions even though you may have already provided some of the required information on the standard employment application. Use additional sheets as necessary or desired.

1. Do you possess a Bachelor's degree from an accredited four-year college or university? ____Yes ____No

If "Yes", indicate your area of major course work in the space provided below.

2. Do you possess a Master's degree from an accredited college or university? ____Yes ____No

If "Yes" indicate your area of major course work in the space provided below.

3. Do you have at least three (3) years of paid, full-time work experience primarily involving one of the following?

- A. The analysis, planning and development of programs, policies, operations, methods, and/or procedures
- B. The evaluation of program and operation effectiveness
- C. The development of revised administrative practices in order to meet program, policy, organizational or legislative change, to expedite work, to effect economies of time, money, personnel, or equipment, or to otherwise assist in the solution of administrative and management problems

____Yes ____No

4. Describe two administrative or managerial problems you helped solve in the last year. Please indicate the following:

- *The problem situation
- *Your role in the solution
- *The nature of the solution
- *How you arrived at the solution
- *The outcome of the solution.

Problem #1

Problem #2

5.

EMPLOYMENT HISTORY SUPPLEMENTAL

	No. 1 Most Recent Position	No. 2 Next Most Recent Position	No. 3 Next Most Recent Position
1. Your Job Title			
2. Employer			
3. Beg. Date of Employment (MM/YY)			
4. Ending Date of Employment (MM/YY)			

The following question is asked to get an overall picture of your three most recent jobs. We are looking for the amount of time spent in each type of administrative work listed below. The percentages in each column should total 100% of the job.

5. Indicate the % of time you spent in each activity listed below:			
a. Researching and resolving complaints and inquiries.			
b. Perform research work & recommend proper solutions to admin./mgt. problems			
c. Plan, analyze, & develop office &/or operations procedures.			
d. Conduct surveys & analyze results			
e. Coordinate/complete administrative &/or personnel activities			
f. Other (Specify): _____ _____ _____			

NOTE: The total percentages of each job should not exceed 100%

My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

 Signature

 Social Security Number